# School Selection



- From the eGrant Home page, select the School Selection under Title I
  - This should be the next section to complete as it will create the Title I documents needed for your Title I schools.

# School Selection (cont.)



- Questions are listed on the left side
- Can click on the questions on the side to move from question to question
                    -OR-
- Can use the arrows at the top and bottom to move from question to question
  - If arrows are used, information on the page is automatically saved
  - If questions are used, pop-up will ask if you want to save changes before continuing
- Q&A button at top
  - Means of communicating with DOE (Department of Education) staff on this particular question
- SEA contact
  - Name SEA (State Education Agency or Department of Education employee) assigned to your district or in charge of program
  - Hyperlink to email to the program representative in charge of this section
- This question is a yes/no question – radio button

## School Selection (cont.)

- Error message – sent to BPro
  - If something on the page doesn't load correctly an error message may be created and sent to BPro, the developer (just ignore)



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## School Selection (cont.)

- School attendance areas will automatically load (if a school is listed that shouldn't be or if not all schools are listed – contact DOE)
  - Fill in table with number of students – table will automatically figure the percentage low-income from information entered
  - Use drop down box to choose what type of Title I service is being provided
    - SW (Schoolwide), TA (Targeted Assisted), or (Not Served) – if you are schoolwide and it is not a choice – call DOE
    - This will generate a document in the eGrant home for those schools



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# School Selection (cont.)

- Private Schools Receiving Title I Services
  - Private schools within your district will automatically load
    - Mark those choosing to participate in Title I
  - If service children in a private school outside your district, click the "add private school" button
    - Drop down of private schools will appear,
    - Choose the private school's with which providing Title I services to
    - This will generate a document in the eGrant home with which you will need to complete

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# eGrant Home

- When you are finished with the School Selection – again hit the eGrant home button to get back to the home page. (located in the top toolbar)

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